



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Secretary (Full Time/Unclassified)

Housing Authority Bureau

\$18.310 - \$25.023 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Housing Authority Bureau, has an opening for a Secretary position. The applicant will report to the Bureau Manager and will be responsible for providing administrative support to the Bureau Manager, Housing Assistance Officer and Special Projects Officer. The position involves a high level of responsibility and independence and will be ideal for a candidate who is experienced and willing to take on new challenges as they arise. The Housing Authority Bureau is located at 521 East 4th Street, Long Beach, CA 90802.



EXAMPLES OF DUTIES:

- Maintains calendars for manager/officers, schedules meetings and arranges on/off-site meeting facilities.
- Prepares, edits and tracks memos, letters, correspondence and various monthly reports.
- Handles confidential information.
- Distributes, collects, reviews and tracks time sheets.
- Maintains files; screens and routes telephone calls and emails; sorts and distributes mail; arranges travel and processes travel reimbursements.
- Maintains Bureaus Policies and Procedures, as well as Bureau Operational Procedures Manuals.
- Provides excellent customer service, greets Bureau visitors, and provides City personnel and public with accurate information regarding bureau policies, procedures, programs, regulations and operations.
- Assist with personnel issues, such as tracking staff leaves and preparing offer letters.
- Gathers data on special Housing related projects and reports findings.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Minimum of five years of progressively responsible secretarial or office management experience.
- A valid California motor vehicle operator's license.
- Bilingual English/Spanish is highly desired.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Knowledge of the City's organization and policies.
- Advanced administrative, organizational and time management skills including ability to handle confidential matters, manage multiple tasks and assignments and consistently produce a professional work product.
- Excellent written, proofreading, interpersonal and oral communication skills.
- Proficiency in the use of Microsoft Office.
- Willingness to learn software programs that the Housing Authority Bureau utilizes.
- Strong customer service skills.
- Excellent attendance and punctuality.
- Flexible work schedule (some nights and weekends may be required).

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, August 28, 2015. To be considered, please email a letter of interest and resume to the email listed below. Include "Req HE14-014 HA Secretary" in the email subject line:

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum qualifications will not be considered.

(Req. HE14-014)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.